English Language Proficiency Assessment (ELPA)

Online Assessment Pilot

Test Coordinator
and
Information Technology Coordinator
Training

For
District Test Coordinators
District Information Technology Coordinators
School Test Coordinators
School Information Technology Coordinators

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Welcome and Introduction

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www.michigan.gov/elpa

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Agenda & Goals

- Introductions
- Goals and Summary of Online Pilot
- Key Pilot Activities and Timeline
- Scheduling Tests
- Workstation and Network Requirements
- Network and Workstation Setup Requirements
- System Preparation
- Student Online Test Delivery System
- Online Testing Admin System - Demo
- Online Testing System Installation
- Wrap-up and Next Steps

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Online Pilot Goals

- Obtain feedback on the online testing platform, the test administration process, test administration's manuals, and your overall District, School, Test Administrators, and student experience with the online assessment

- Analyze if there are any "mode" effects on student performance

- Establish site technical readiness, training, and administration standards for increased online testing throughout the state

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ELPA Online Assessment Pilot Summary

- English Language Proficiency Assessment (ELPA) for Spring 2011
  - English Language Learners (ELL/LEP)
  - Up to 3,000 students across state
  - Listening, Reading, Writing and Speaking
  - ELPA Levels III, IV, V only
    - Level III – Grades 3-5
    - Level IV – Grades 6-8
    - Level V – Grades 9-12
  - Test Window: March 7 – April 15, 2011 (same as paper/pencil)

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Key Pilot Activities and Timeline

- February 7- 18, 2011 – Perform Site setup and Workstation Readiness
- February 7-18, 2011 – Setup Admin users in iTester™ Admin
- February 23-24, 2011 – Online Test Administrator Web Training
- February 28-April 15, 2011 – Practice Test Administration
- March 4, 2011 - Scheduling templates due to OEAA
- **March 7-April 15 – Spring ELPA Testing Window**
- Onsite visits to observe some schools
- Post-Administration surveys of Tech Coordinators, Admins, and students

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Key Task Phases

- STC's will need to:
  - Network and Computer Setup Tasks:
    - Install Accelerator
    - Install iTester™
    - Conduct "Workstation Readiness" testing & certify your site
  - Administrative Tasks
    - Plan schedule
    - Enter TAs in iTester™ Admin
    - Create "Student Groups" in iTester™ Admin for testing
    - Review testing plan w staff
    - Print "Test Tickets" (both Student and Teacher)
    - Conduct student Practice Testing
    - Monitor actual testing
    - Collect TAMs
    - Finalize student demographic information in iTester™ Admin
    - Return materials to districts

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Administrative Tasks

- School and Schedule Preparation
  - Develop a schedule that will provide adequate staff and computer workstations
  - Communicate to Principals, Teachers, and Students about the Online Testing
  - Install software and complete system testing
  - Prepare for student Practice Testing and Administration Dates: March 7 – April 15, 2011
  - Ensure school is not running large programs which may drain network bandwidth during Pilot Administration
- Student Preparation
  - Print Student Test Tickets
  - Complete Practice Test before actual testing starts
  - Listening and Speaking Story Retell -Verify sound and headphones functioning
  - Speaking Test – Ensure student AND teacher workstations are set up and Workstation Readiness tests have been completed on both machines

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Scheduling Tests

- Consider the following factors in setting up your administration dates and times:
    - Number of students testing online
    - ELPA Levels of students tested (i.e. Levels III, IV, or V)
    - Number of networked computers available
    - Location of computers and number of computers in each location
    - Availability of locations of computers on day of testing
    - Number of qualified staff to administer four domains: Listening, Reading, Writing, and administer and score Speaking test
    - Refer to ELPA Online Pilot scheduling templates posted on the OEAA website for detailed instructions

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Scheduling Tests (cont.)

Five (5) main phases to plan for in schedule:

1. **Site Setup Activities:** installation of software should be completed prior to Workstation Readiness Testing.

2. **Workstation Readiness Testing:** In advance of testing, SITC will prepare network and each computer for testing. The average time to setup lab will be approx. 30 mins. to configure network, and 15-30 mins. to check each workstation. *(See the Test Coordinators Manual for more information on Workstation Readiness requirements.)*

3. **Practice Testing:** All students need to take the Practice Test online __*before*__ start of ELPA test. The Practice Test will take between 30-45 minutes to administer.

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Scheduling Tests (cont.)

4. ELPA Section Testing:

- Listening, Reading, and Writing test sections can be administered to a group of students.

- Speaking Test –
    - Individual test sessions for each student.
    - Test is administered in a one-on-one setting with student and test administrator. Need individual networked computer for student AND teacher
    - Tests are not timed, you will have to decide the length of time you need to block out for each session.

5. Make-up Testing: For students absent on scheduled day(s) of testing, schedule times for students to take test(s) online at a later time.

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Minimum Workstation and Network Requirements

Hardware Requirements	Windows	Apple / Macintosh
Operating System	Windows 2000 or higher	OS 10.4.X or higher
Java Version	Java Version 1.5	Java Version 1.5
Processor	Pentium III 500 MHz or higher	G4 500 MHz or higher
Memory	512 MB or higher	512 MB or higher
Devices	Mouse / Pointing Device / Keyboard	Mouse / Pointing Device / Keyboard
Audio	Headphones / Speakers	Headphones / Speakers
Screen Resolution	1024 x 768	1024 x 768
Internet Connection	1.5 mbps or higher	1.5 mbps or higher

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Network and Workstation Set up Requirements

- Set up approximately 60 mins. for network and 30 mins. per workstation
    - iTester™ Test Accelerator Installation - ½ hour
    - iTester™ Student Installation – ½ hour
    - Workstation Readiness Test – 15-30 mins. per workstation
        - Check HW and SW minimum requirements
        - Verify onscreen graphics and screen resolution
        - Verify that audio works on each workstation
        - Certify the school site in iTester Admin
- Note: Network set up requires a knowledgeable Network Administrator.

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System Preparation

- STC/SITCs should:
  - Read all manuals
  - Schedule Test Sessions (due to OEAA by Mar 4, 2011)
  - Install Test Accelerator
  - Install iTester™ Student
  - Run Workstation Readiness
  - Certify Site Readiness
  - Add Test Administrators
  - Setup Student Groups

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Online Testing System Overview
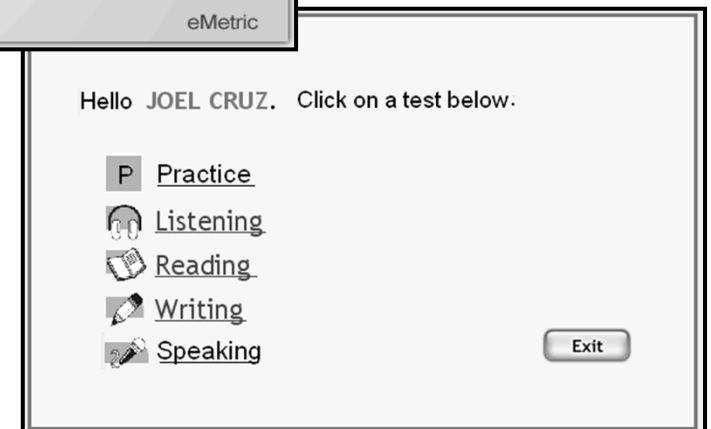
- Two main online components of the iTester™ System to be used for the ELPA Online:

    - Student Test Delivery System (iTester™ Student)

    - Administration System (iTester™ Admin)

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Student Online Test Delivery System (iTester™ Student)

- STCs will print test tickets prior to the test administration window.

- Students will sign in using the same User Name and Password to access all four test sections.

- Students must take a Practice Test <u>before</u> taking the actual tests.

Welcome

iTester 2.0.5

Please use your **username** and **password** that your proctor has given you to sign in.

Username: student07   Sign In

Password: ********

Exit   eMetric

Hello JOEL CRUZ. Click on a test below.

P Practice
Listening
Reading
Writing
Speaking   Exit

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Student Online Test Delivery System (iTester™ Student) (cont.)

- Headphones will be required

- Listening Test and Speaking: Story Retell sections will require headphones and sound cards for all students. (Listening CD is replaced with online audio.)

- Microphones will NOT be required

- The Speaking Test will require 2 networked computers for each individual administration

Student

Teacher

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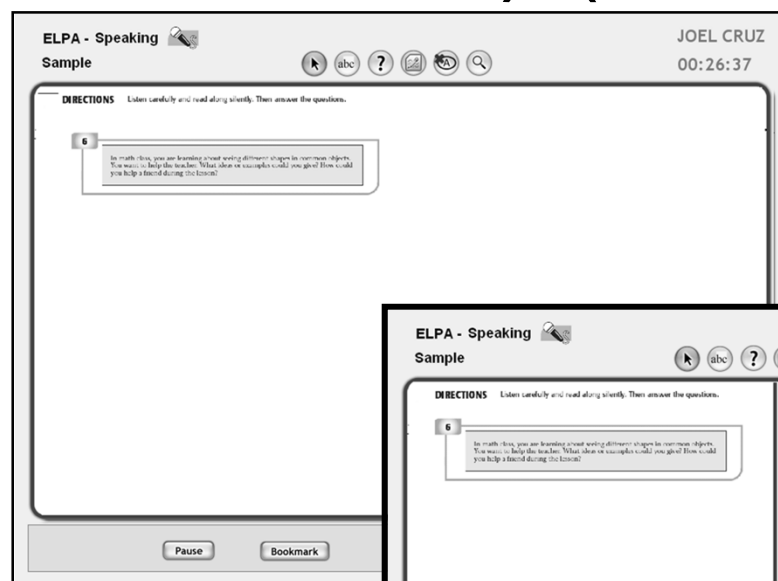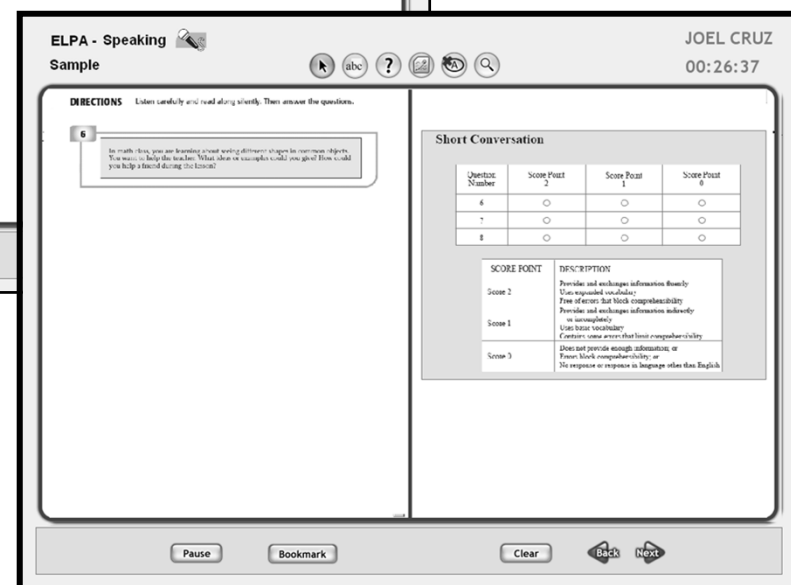
Online Administration System (iTester™ Admin)

- Administration system used to manage users, students, student groups

- Each user (e.g. DTC, STC, Admin, etc.) will have custom features based on their role and responsibilities.

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Online Administration System (iTester™ Admin) Demonstration

- Homepage
- Site Set Up
  - Site Certification
- Teachers
- Student Groups

- Students
  - Student Demographic Info
- Test Sessions
- Accounts
- Help

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System Preparation

- ## STC and SITC Role
  - Install Test Accelerator on a shared network or local workstation drive
  - Install new iTester™ Student on a shared network or local workstation drive
  - Run "Workstation Readiness" to evaluate iTester™ display and functionality

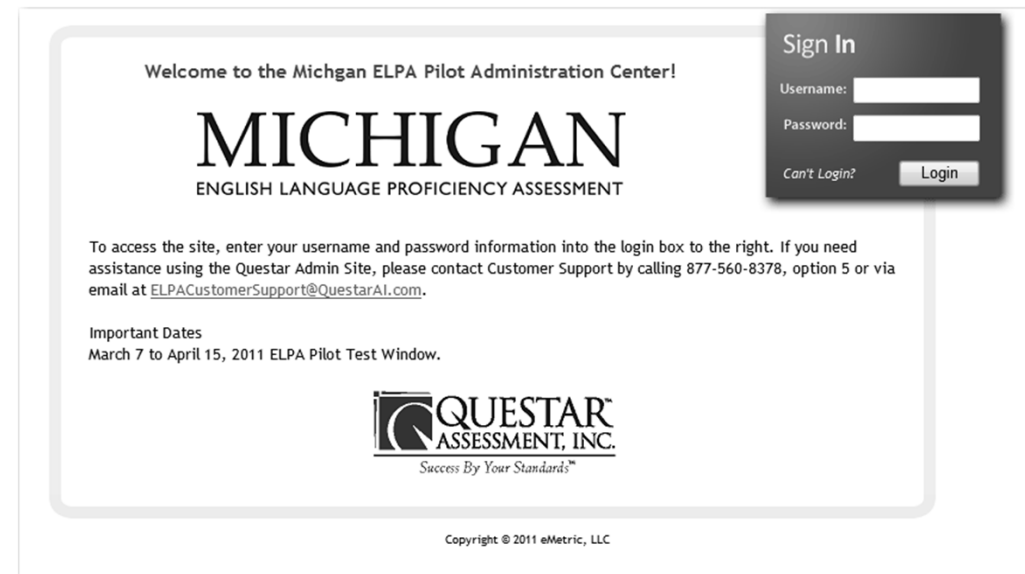MICHIGAN Department of
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STEP 1

Test Accelerator

Test Accelerator

- A typical installation of Test Accelerator software is approximately 15 minutes.

- Pre-installation Planning
    - Review hardware specifications of computer to be used for Test Accelerator.
    - Determine specific location of installation of software.
    - In order to expedite system setup, prior to installation of the Test Accelerator software, you should know your:
        - District Code: five-digit number
        - School Code: five-digit code
        - Password: sent via email from Questar

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Test Accelerator (cont.)

- Test Accelerator software is obtained from a link on the iTester™ Admin page.
- Open your web browser to url: https://elpa.questarai.com/admin
- Enter your Username and Password supplied by Questar via email.

Welcome to the Michgan ELPA Pilot Administration Center!

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Sign In
Username:
Password:
Can't Login?   Login

To access the site, enter your username and password information into the login box to the right. If you need assistance using the Questar Admin Site, please contact Customer Support by calling 877-560-8378, option 5 or via email at ELPACustomerSupport@QuestarAI.com.

Important Dates
March 7 to April 15, 2011 ELPA Pilot Test Window.

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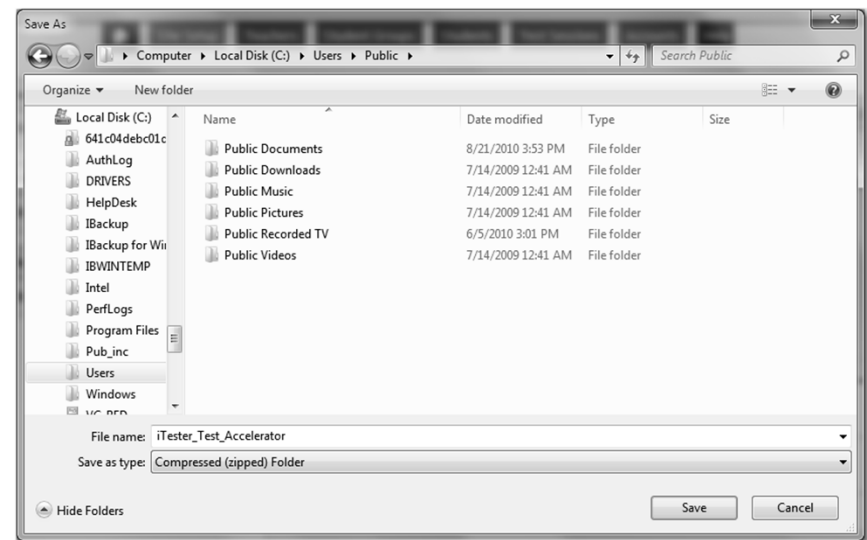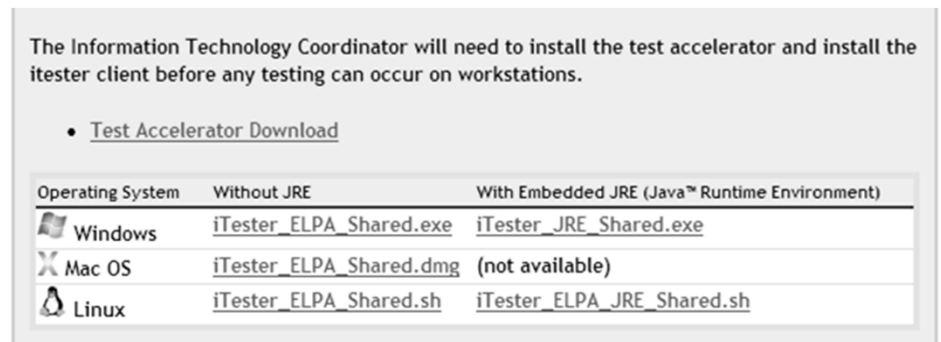Success By Your Standards™

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Test Accelerator (cont.)

- To download the software, in the Welcome box, click on the hyperlink "Test Accelerator Download".

- When the File Download popup appears, click **Save.**

- Select a location on your local or network drive to save the downloaded application.

- Click **Save** to continue.

- A pop-up window will appear and provide information related to the progress of the download.

The Information Technology Coordinator will need to install the test accelerator and install the itester client before any testing can occur on workstations.

- Test Accelerator Download

Operating System	Without JRE	With Embedded JRE (Java™ Runtime Environment)
Windows	iTester_ELPA_Shared.exe	iTester_JRE_Shared.exe
Mac OS	iTester_ELPA_Shared.dmg	(not available)
Linux	iTester_ELPA_Shared.sh	iTester_ELPA_JRE_Shared.sh

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Test Accelerator (cont.)

- ***Installing Test Accelerator***
  - Locate the file in the location you indicated in Save to launch the installation program.
  - Once the iTester™ Test Accelerator installation program begins, you will see the following window. Click **Next** to continue.
  - Install the program in the default program location C:\Program Files\eMetric\iTester Test Accelerator or a different folder by clicking the Browse button.
  - Check the Everyone box and click the Next button.
  - Confirm the installation on your computer by clicking the Next button.

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Test Accelerator (cont.)

- **Configuring Test Accelerator**
  - When the Test Accelerator program loads, enter the following information in the required fields:
    - **District ID:** Your five-digit district number (i.e., 01234)
    - **School ID:** Your five-digit school number (i.e., (01010)
    - **Password**: sent via email
  - Click **Login** to continue.
  - After successful login, click the **Synchronize Now** button. Test Accelerator will now download your school's test content.

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Test Accelerator (cont.)

- Once completed, your server status should indicate successful configuration with a green check box.

- Test Accelerator has been successfully installed and configured!

- Note: For locations with more than one school participating, Test Accelerator can be installed on one server as long as all schools have access to that server.

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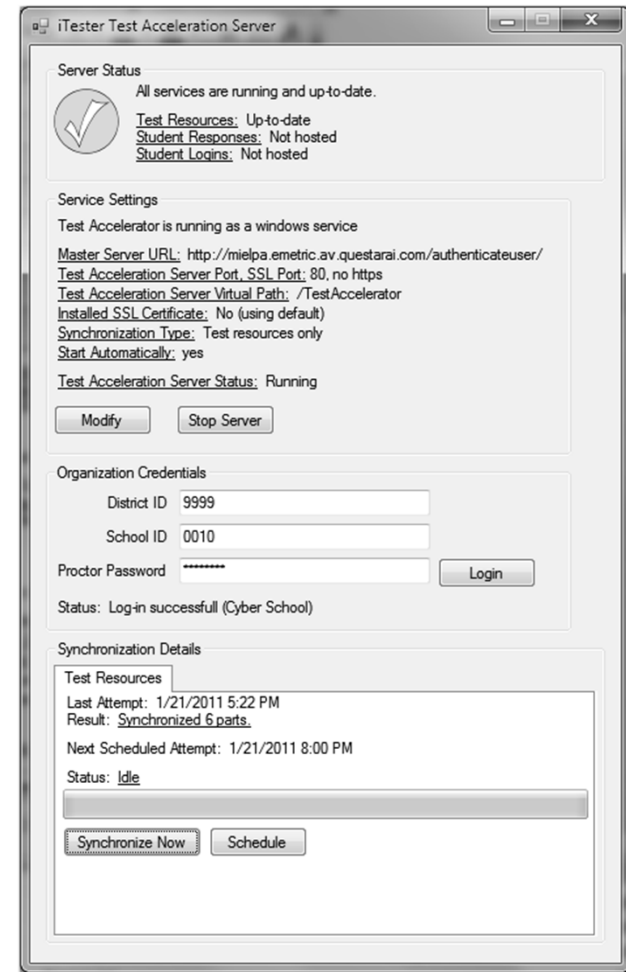
STEP 2

Install iTester™ Student

Install iTester™

- Download the iTester™ Installer

Operating System	Without JRE	With Embedded JRE (Java™ Runtime Environment)
Windows	iTester_ELPA_Shared.exe	iTester_JRE_Shared.exe
Mac OS	iTester_ELPA_Shared.dmg	(not available)
Linux	iTester_ELPA_Shared.sh	iTester_ELPA_JRE_Shared.sh

- Choose the appropriate OS by clicking its link

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Install iTester™

- Save the File

- Install Wizard launches

- Welcome screen
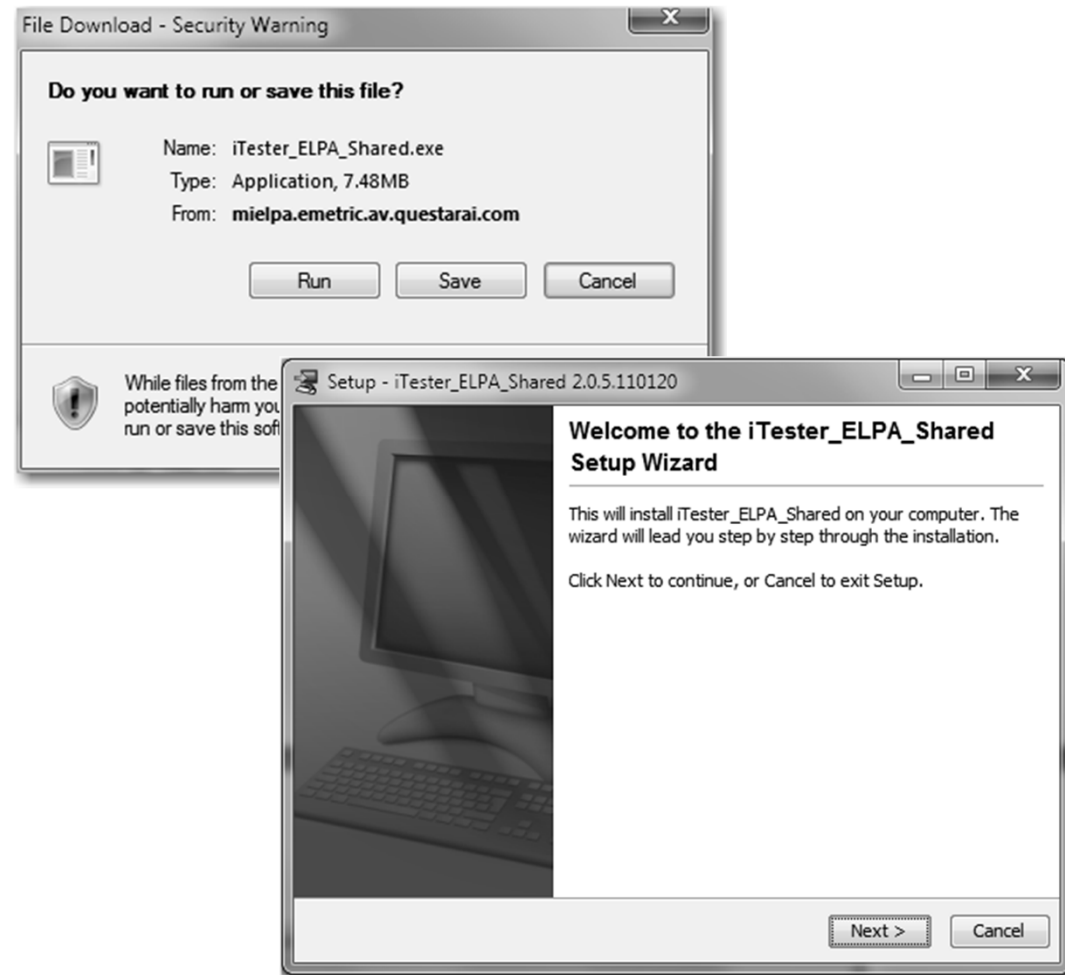
Install iTester™

- **Select the Installation Folder destination**
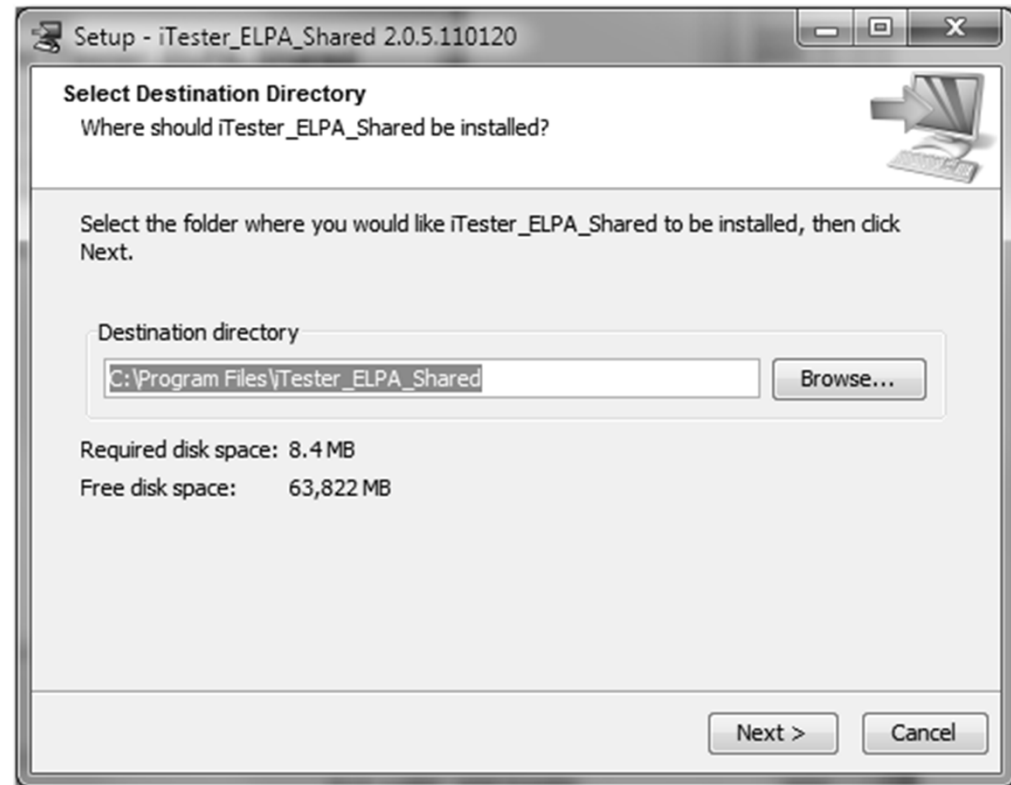- **INSTALLATION TYPES**
  - Network Installation (Multiple workstations)
    - Choose a shared network folder
    - Use UNC format (\\ServerName\ShareName\SharedFolder)
  - Local Installation (Single workstation)
    - Choose a local folder
  - Student interface should be either loaded to each machines or accessible from network

Setup - iTester_ELPA_Shared 2.0.5.110120

Select Destination Directory
Where should iTester_ELPA_Shared be installed?

Select the folder where you would like iTester_ELPA_Shared to be installed, then click Next.

Destination directory

C:\Program Files\iTester_ELPA_Shared   Browse...

Required disk space: 8.4 MB
Free disk space: 63,822 MB

Next >   Cancel
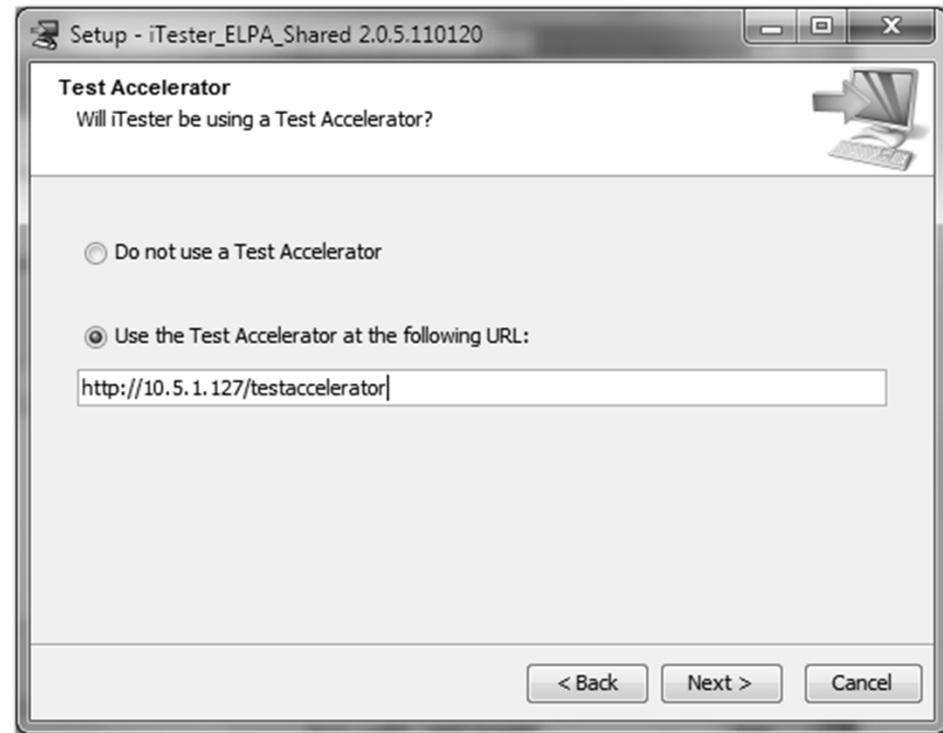
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Install iTester™

- Make sure the checkbox for Create a Start Menu folder is checked.

- Click Next to continue.
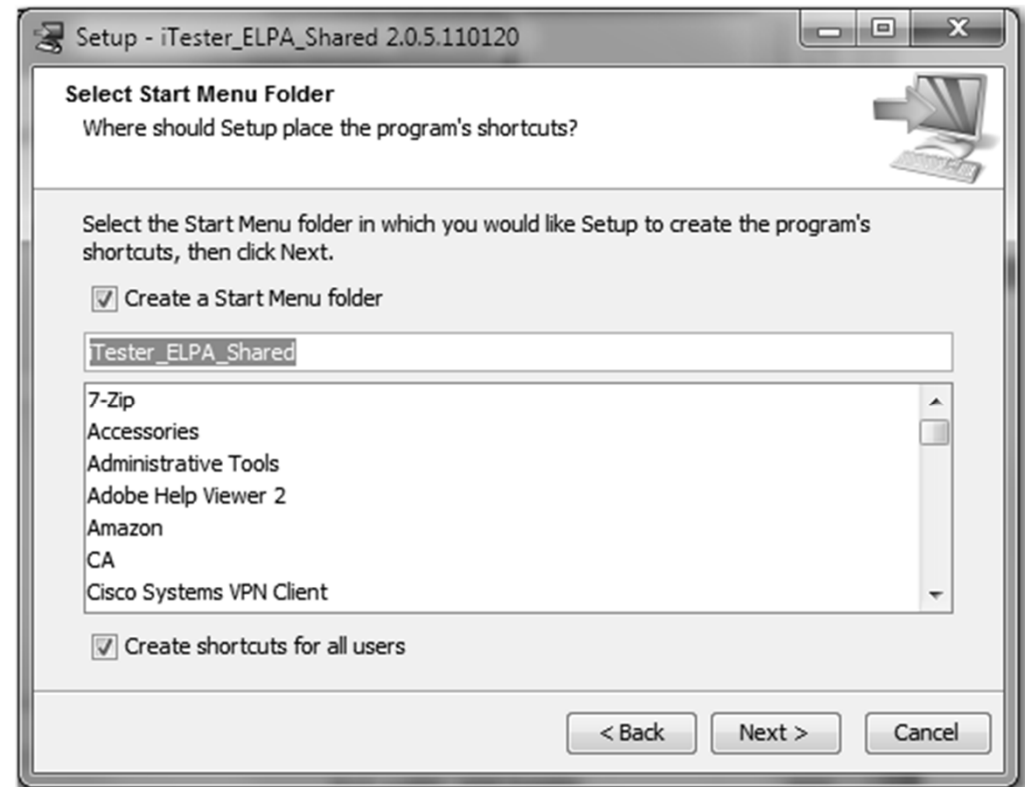
Install iTester™

- Enter the URL of your Test Accelerator using the format **http://XXX.XXX.XXX.XXX:8080/testaccelerator**
    - XXX.XXX.XXX.XXX is the fixed IP address of the Test Accelerator machine.

- Click **Next** to continue.

Install iTester™

- Select the folder to store the log and response files
- NOTES:
  - Choose a local or network folder location where student log and response files can be saved without interference from desktop imaging tools (such as Deep Freeze™ or Clean Slate™) in the event of a local network interruption.
  - If stored location is a network folder, use UNC format (\\ServerName\ShareName\SharedFolder)
  - Ensure that student profiles have read access to install folder and read/write access to log and response folders.

- Click **Next** to continue.

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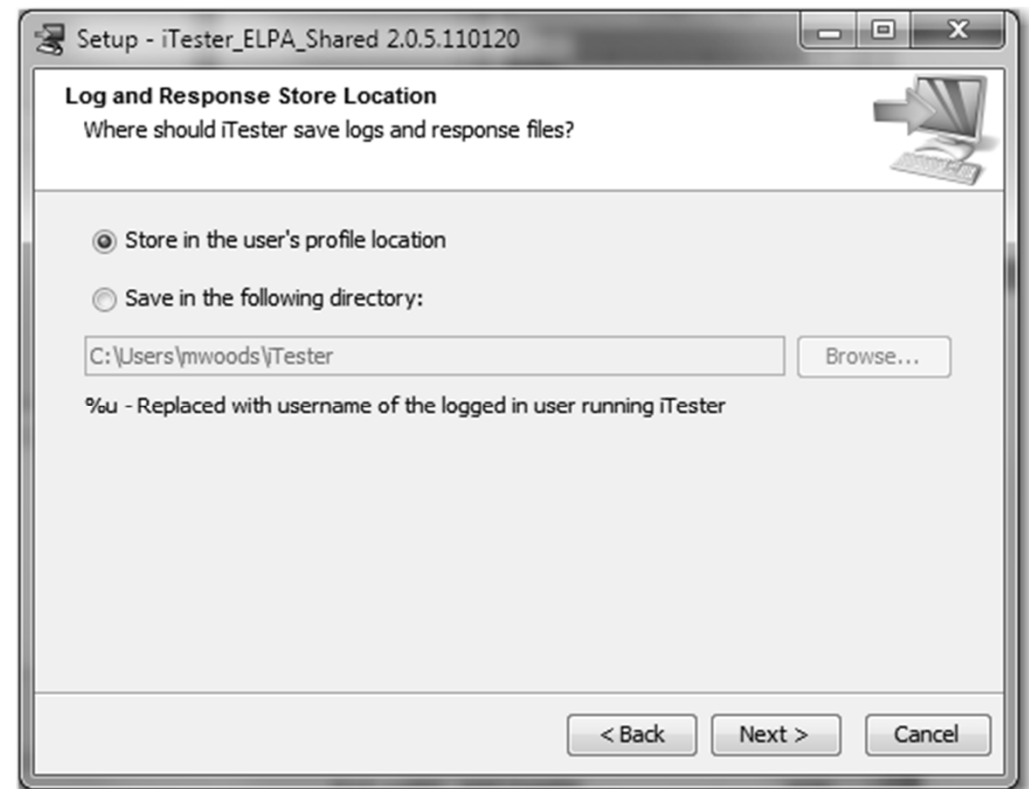
Install iTester™

- Create a desktop icon

- Confirmation

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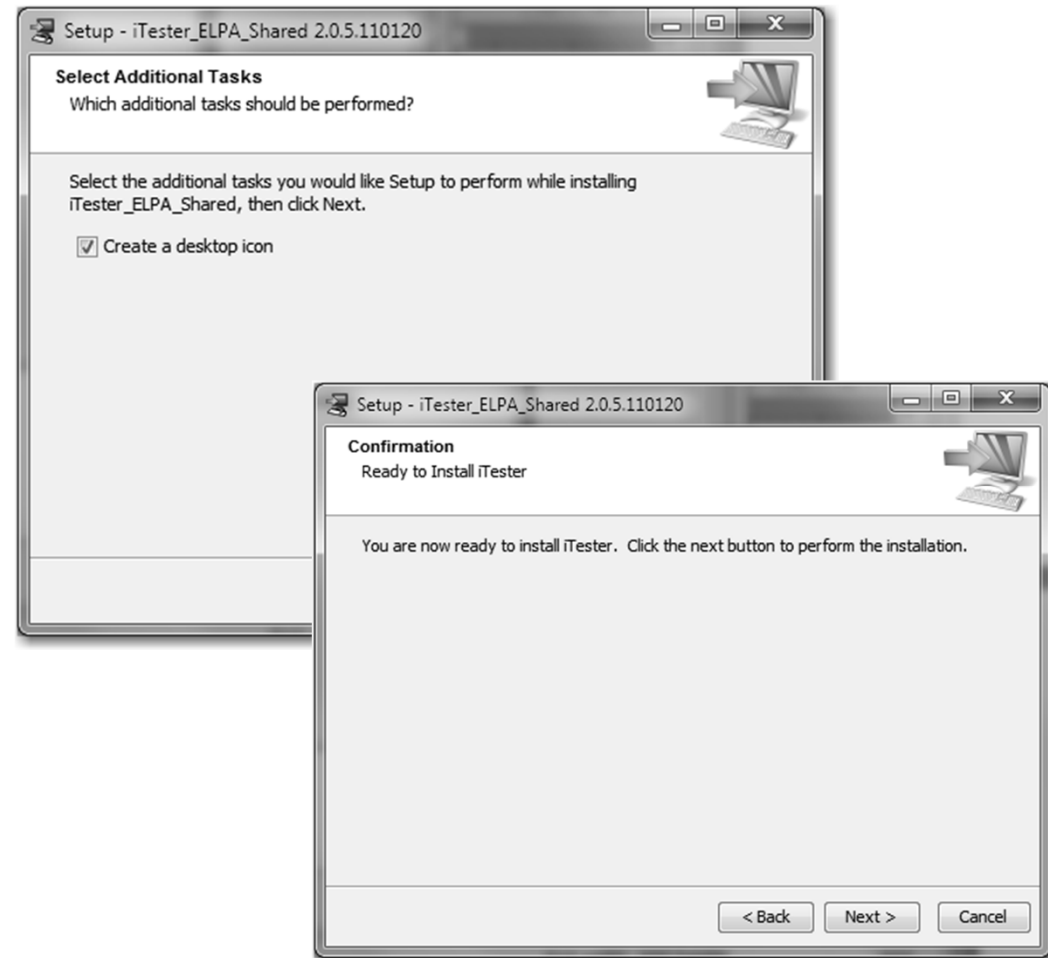
Install iTester™

- Installation complete
- Immediately launch iTester™ Student, check the Run iTester™ application checkbox
- Click **Finish** to continue

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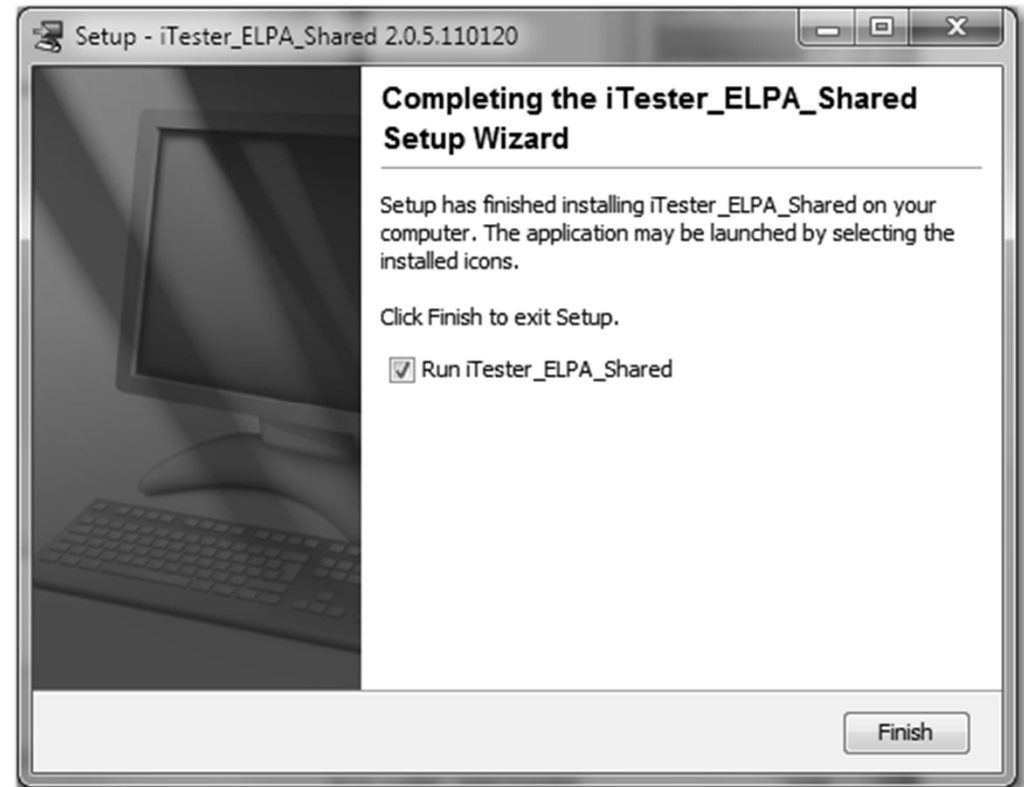
iTester™ Installation Types

Network Installation (Multiple workstations)

- Install iTester™ on a shared network folder.

- Copy the iTester™ shortcut and deploy to each testing workstation.

Local Installation (Single workstation)

- The iTester™ shortcut is automatically copied to the workstation desktop when the Create a Desktop icon check box is checked.

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STEP 3

Workstation Readiness

Workstation Readiness

- Launch iTester™ from the student workstation desktop
- The login page will appear
- Sign in using username and password provided by Questar via email

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Workstation Readiness

- Workstation Readiness checks:
  - Display clarity
  - Tool and button functionality
  - Audio functionality and clarity
  - Headphone functionality
  - Substantial response delays
- Must be run on every workstation prior to testing
- After completing workstation readiness be sure to go to iTester™ Admin Site to check results and Certify Site Readiness

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Next Steps

- Important Documents to Review prior to Test Admin start
  - Test Coordinator Manual (Posted on iTester™ Admin Help Tab)
  - Software Installation and Systems Testing Guide (Posted on iTester™ Admin Help Tab)
  - ELPA Quick Start for Network Administrators Guide (Posted on iTester™ Admin Help Tab)
  - Student Practice Test Guide (Posted on iTester™ Admin Help Tab Feb 18, 2011)
  - Test Administration Manuals (Delivered to schools on Feb 28, 2011)
- Coming Soon…
  - Test Admin Training Invitations – Feb 2011
  - Tested Roster Instructions – Spring 2011
  - Test Administration Manuals – February 28, 2011
- Personnel Changes – Be sure to communicate changes in personnel to OEAA

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Wrap-up

Office of Educational Assessment and Accountability (OEAA)
Michigan Department of Education (MDE)
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